



Job Title	Police Evidence Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	16620

Class Specification – Police Evidence Supervisor

Summary Statement:

To supervise and coordinate the activities and operations of the property and evidence division; to coordinate activities in support of other departments, outside agencies, and the general public; and to provide highly responsible and complex technical support to higher level supervisory or management staff.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Coordinates the organization, staffing, and operational activities for the property and evidence division. Participates in the development and implementation of goals, objectives, laws, policies, and priorities; recommends and implements resulting policies and procedures. Identifies opportunities for improving service delivery methods and procedures; and resource needs. Oversees and recommends budget allocations and implement improvements. Directs, coordinates, and reviews the work plans for assigned services and activities of the property and evidence division. Assigns work activities; projects; monitors work flow; reviews and evaluates work products, methods, and procedures. Meets with staff to identify and resolve problems. Assists in the preparation of evidence and property for auction, donation, destruction, or return to owner; file related documentation; and advise department personnel as requested.
30%	Provides information to the District Attorney's Office as needed and testify in court as required. Ensures that all operations and activities follow accepted chain of custody protocols policies and procedures, and legal requirements. Maintains and updates a variety of files and records and retrieves objects and records for City staff and outside agencies as requested. Conducts research of legislative updates, evidence advancements, and best management practices. Produces reports and statistics requested by the chain of command and media inquiries.
20%	Selects, trains, motivates, and evaluates assigned property and evidence division personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures. Provides staff assistance to higher level supervisory or management staff; prepares and presents staff reports and other correspondence as appropriate and necessary. Coordinates property and evidence division activities with those of other divisions and outside agencies and organizations. Serves as liaison to the general public.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Associate's degree from an accredited college or university with major coursework in business administration, criminal justice, or related field.

Experience: Five years of full-time responsible technical experience in a law enforcement setting including one year of administrative and/or lead supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

National Crime Information Center (NCIC) Certification	Within 3 months of start date
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Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

Supervision Received:

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: Telephone, fax, copier, scanner, fork lift, hand held scanner, label maker, city vehicle, shredder, assorted hand tools, shop vacuum, assorted cleaning supplies, hand dollies, ladders, step stool, rolling and shopping carts, and moveable storage racks.



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Specialized Computer Equipment and Software: Microsoft Office, EvidenceOnQ, Law Enforcement Records Management System (LERMS), National Crime Information Center (NCIC), Colorado Crime Information Center (CCIC), and Criminal Justice Information Center (CJIS).

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014